# Little Traverse Bay Bands of Odawa Indians
## Job Posting

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| **Job Title:** | **Legislative Services Attorney** |
| **Department:** | Tribal Council |
| **FSLA:** | Exempt |
| **Reports To:** | Tribal Council |
| **Salary Range:** | Negotiable |
| **Terms:** | Hybrid work negotiable |
| **Opens:** | **February 28, 2023** |
| **Closes:** | **Until Filled** |

**SUMMARY**

The primary function of the Legislative Services Attorney is to serve the Tribal Council and provide legal advice. The Legislative Services Attorney shall provide professional legal services to Tribal Council and Tribal Council committees.

**RESPONSIBILITIES**

Job responsibilities may include the following tasks, knowledge, skills and other characteristics. This list of job responsibilities is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position. Other duties may be assigned.

- Must be willing to work outside the normal hours of business when required.
- Assist Tribal Council, Tribal Council committees and Tribal Council Office staff with legal matters.
- Provide Tribal Councilors' orientation and guidance on LTBB Constitution, ethics, jurisdiction, sovereignty and Tribal law.
- Conducts legal research, drafting, reviewing, revising and interpreting of Resolutions, Statutes, Certified Motions, policies, procedures, Legislative Directives, and other legal documents.
- Must be prepared to manage employee(s).
- Must attend the Tribal Council work sessions and meetings.
- Monitor tribal, state, federal legislation and case law to determine the potential effect it could have on the Tribe's interests, treaty rights, or litigation.
- Coordinate with General Counsel and outside Counsel as needed.
- Review litigation documents that involve the Tribe, i.e.: motions, discovery, hearing, witnesses needed; and coordinate and facilitate aspects of the litigation.
- Provide orientation on Tribal law; assist with legal and business matters for Tribally Chartered Corporations and enterprises.
- Assist Tribal Council and Legislative staff in negotiation of legal documents and developing requests for proposal, accepting bids, and analysis of bids for recommendations.
- Provide contract review and advise the Gaming Authority as needed.
- Draft the Legislative Branch Annual Report.

- Work with Tribal Citizens in the development of draft legislation.
- Oversee the codification of the Tribal Code of Law.

**OTHER NECESSARY SKILLS AND ABILITIES**

- Must be able to maintain confidentiality.
- Use of Microsoft Office Suite including Outlook, Internet, fax, internet-based programs such as zoom, other types of office equipment and electronic research systems.
- Possess excellent written and verbal communication skills.
- Must have the ability to travel.
- Possess knowledge of Tribe and its Legislative history.

**EDUCATION AND/OR EXPERIENCE**

- The ideal candidate will have 5 (five) or more years of legal practice.
- Must be a licensed attorney to practice law in the state of Michigan or an attorney who possesses a license to practice law in another state and obtains a license to practice law in the state of Michigan within twelve (12) months of hire.
- Demonstrated knowledge of Indian law including; gaming, sovereignty, self-governance, sovereign immunity, and intergovernmental relationships, business law, and contracts.
- Experience in commercial transactions, acquisitions, and development preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret legislation and public law through writings or oral communication. Shall possess the ability to write reports and legislative opinions. Strong oral communication skills are needed to enable the Legislative Services Attorney to effectively present information and respond to questions from the Tribal Council, Legal Department, Tribal Citizens, and politicians. Knowledge of the Odawa language is preferred.

**COMMENTS**

The Little Traverse Bay Bands of Odawa Indians gives preference to eligible and qualified applicants in accordance with the LTBB Indian Preference in Tribal Employment Statue. Must be willing and able to pass a background investigation.